



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FISCAL YEAR 2015  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #4**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Marla J. Moss, Director  
Office of School Support Services

**DATE:** November 5, 2014

**SUBJECT: Web-based National Disqualified List System**

Beginning October 22, 2014, the United States Department of Agriculture (USDA) National Disqualified List (NDL) is accessible by independent centers and sponsors of centers in the Child and Adult Care Food Program (CACFP) and Summer Food Service Programs (SFSP). The NDL is a list of institutions and individuals that have been disqualified and terminated from participation in the CACFP and SFSP. The purpose of maintaining the NDL and making it available via the internet to independent centers, sponsoring organizations, state agencies, and USDA is to provide a tool for promoting CACFP integrity. The NDL helps preclude several potential integrity violations from occurring by preventing:

- institutions whose Program agreements were terminated for cause in one State from moving to another state and reapplying for Program participation
- individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program under a different organizational name
- individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center
- day care home providers terminated for cause by one sponsoring organization from re-entering the Program under the auspices of a different sponsoring organization

Independent centers and sponsors of centers will be **required** to conduct a primary check of the NDL of individuals who would be a principal of the institution, center, or sponsor. This includes family day care home providers. A principal is defined by 7 CFR 226.2 as *"any individual who holds a management position within,*

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*or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors."*

The NDL system integrates with the USDA's e-Authentication system. Agency users need e-Authentication level one clearance to access the NDL system and can obtain an e-Authentication credential at <https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx>. After credentials have been established, agency users can access the NDL at <https://snp.fns.usda.gov/ndlweb/Welcome.action> and can begin checking principals immediately. A user manual from the USDA is attached.

The Michigan Department of Education (MDE) will offer webinar-based training on how to obtain access to and how to conduct searches on the NDL. Trainings will be available on the CACFP website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Trainings. MDE will notify independent centers and sponsors of centers by operational memo when this training becomes available. MDE will also provide technical assistance as needed.

Please contact the CACFP office at (517) 373-7391 with any questions.



# The Child and Adult Food Care Program (CACFP)

## National Disqualified List (NDL)

### User Manual for Sponsoring Organizations

October 2014

Prepared by:  
Child Nutrition Programs  
Program Monitoring and Operational Support

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## **1 Introduction**

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the U.S. Department of Agriculture (USDA) to maintain a list of institutions, day care home providers, and individuals that have been terminated or otherwise disqualified from Program participation. The law also required USDA to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who have been disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the Program regulations.

The purpose of maintaining a National Disqualified List (NDL) and making it available to State agencies and sponsoring organizations is to provide these entities with a tool for promoting Child and Adult Care Food Program (CACFP) integrity by preventing several situations from occurring. First, it prevents institutions whose Program agreements were terminated for cause in one State from simply moving to another State and reapplying for Program participation. Second, it prevents individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program under a different organizational name. Third, it prevents individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center. Finally, it prevents day care home providers terminated for cause by one sponsoring organization from re-entering the

Program under the auspices of a different sponsoring organization.

The NDL is a web-based system designed for use by various user types to add, update, search and view the data of disqualified individuals and institutions. Specifically, sponsoring organization users have the ability to access individual and institution disqualified lists and perform searches.

## 2 NDL System Access

The NDL system integrates with the USDA's e-Authentication system. Sponsoring organization users need e-Authentication level one clearance to access the NDL system. Users can obtain an e-Authentication credential at <https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx>. For questions or problems with obtaining e-Authentication credentials, contact your State agency.

### 2.1 User Login (Figure 1)

Users must enter the following website to login the NDL system: <https://snf.fns.usda.gov/ndlweb/Welcome.action>. Then, users must enter their username and password to access the NDL system.

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

## eAuthentication Login

**Quick Links**

- What is an account?
- Create an account
- Update your account

**Administrator Links**

- Local Registration Authority Login

**LincPass (PIV)** ?  
Log In your LincPass (PIV)

**User ID & Password** ?  
User ID: SOndl1  
Password: .....  
I forgot my User ID | Password  
REGISTER LOGIN  
Change my Password

Figure 1: e-Authentication Login Screen

### 3 Welcome Page (Figure 2)

Successful login brings the user to the Welcome Page of the NDL. The Welcome Page displays the regulatory language that gives USDA the authority and responsibility for maintaining the NDL. From this page, use the navigation bar on the left to access the individual and institution disqualified lists, conduct a search of institution or individual records, and conduct a bulk search of disqualified institutions or individuals.

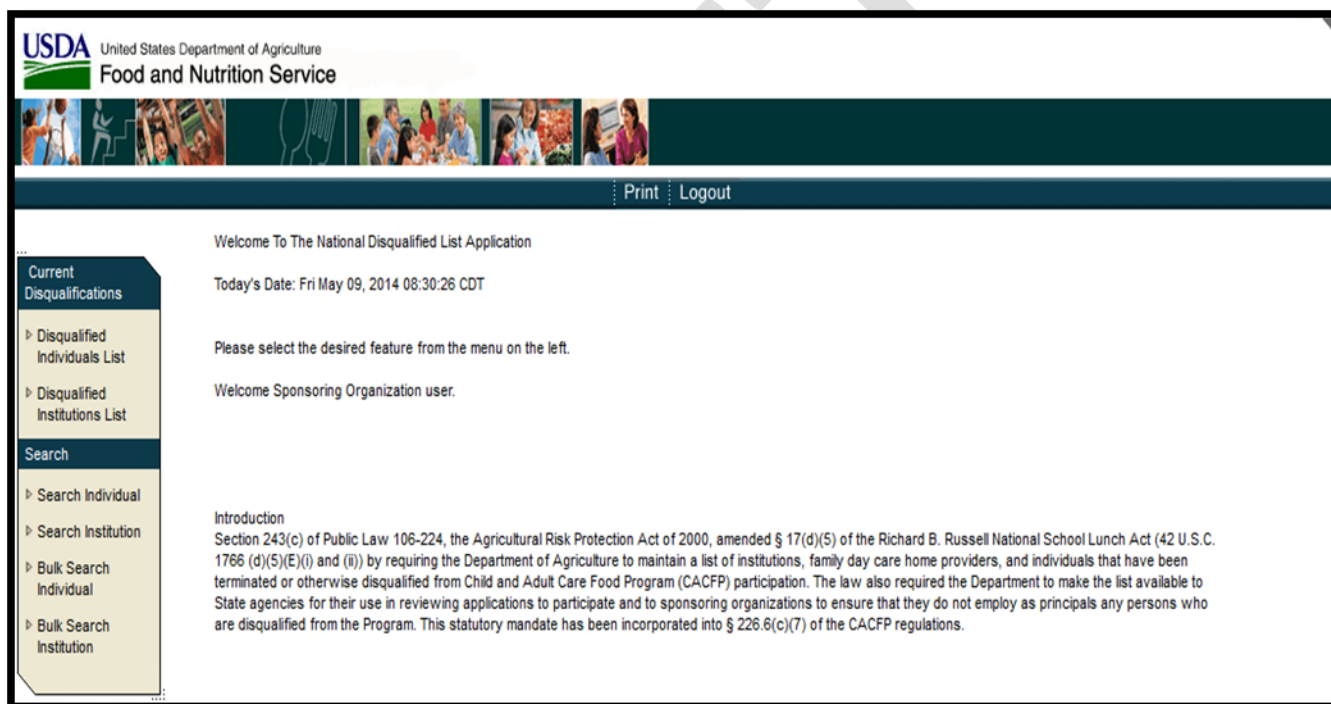


Figure 2: Welcome Page

The side navigation bar displays the options available:

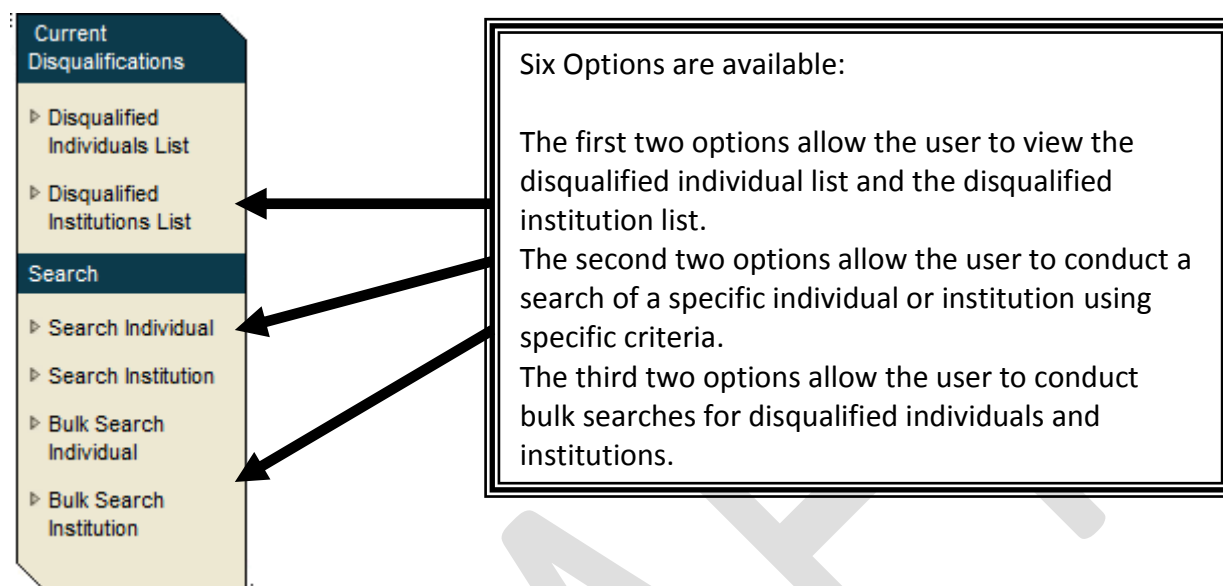


Figure 2: Welcome Page (continued)

## 4 Accessing the Disqualified Lists

To access the disqualified lists, the user clicks on “Disqualified Individuals List” or “Disqualified Institutions List” from the navigation bar.

### 4.1 Disqualified Individuals List (Figure 3)

The Disqualified Individuals List is a list of all the responsible principals and individuals (RPI) disqualified from participation in the CACFP. The list displays in alphabetical order by last name and shows the first and last name, address, termination date of the individual, a “yes or no” indicator under debt owed and other legal names, if any. Click on the “First Name”, “Termination Date” or “Debt Owed” to change the order in which the list is displayed. The user can maneuver the list by selecting numbers at the top or bottom of the page or by selecting the next or last page.





**Figure 3: Disqualified Individuals List**

## 4.2 Disqualified Institutions List (Figure 4)

The Disqualified Institutions List is a list of all the institutions disqualified from participation in the CACFP. The list displays in alphabetical order the institution's name, address, termination date of the institution, a "yes or no" indicator under debt owed and other institution names, if any. Click on "Termination Date" or "Debt Owed" to change the order in which the list is displayed. The User can maneuver the list by selecting numbers at the top or bottom of the page or by selecting the next or last page.

Institution Name	Address	Termination Date	Debt Owed	Institution Other Names
------------------	---------	------------------	-----------	-------------------------

**Figure 4: Disqualified Institutions List**

## 4.3 Export Results

The NDL or the results of a search may be exported to an Excel spreadsheet by clicking the "Export Report" in the right hand corner of the screen.

# 5 Search Function (Individuals)

## 5.1 Search for an Individual (Figure 5)

To perform a search of an individual:

1. Click on Search Individual in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

You Are Here: Advanced Individual Search

**Advanced Individual Search**

**Personal Information**

First Name:  Starts   
 Last Name:  Starts   
 Date of Birth:

**Disqualification Information:**

Program Type:   
 Status:   
 State Agency Imposing Disqualification:   
 Region:   
 Type of Individual Disqualification:   
 Debt Owed:   
 Termination Date:

☐ Submission of false claims for reimbursement  
☐ Submission of false information on the application  
☐ Simultaneous participation under more than one sponsoring organization  
☐ Other  
☐ Failure to keep required records  
☐ Non-compliance with the Program meal pattern  
☐ A determination that the day care home has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction  
☐ Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety  
☐ Failure to participate in training  
☐ Any other circumstance related to non-performance under the sponsoring organization-day care home agreement, as specified by the sponsoring organization or the State agency

**Address**

\*Street Number:   
 \*Street Name/PO Box Number:   
 City:  Starts   
 State/Province:   
 Select Result List Size:

Submit Cancel

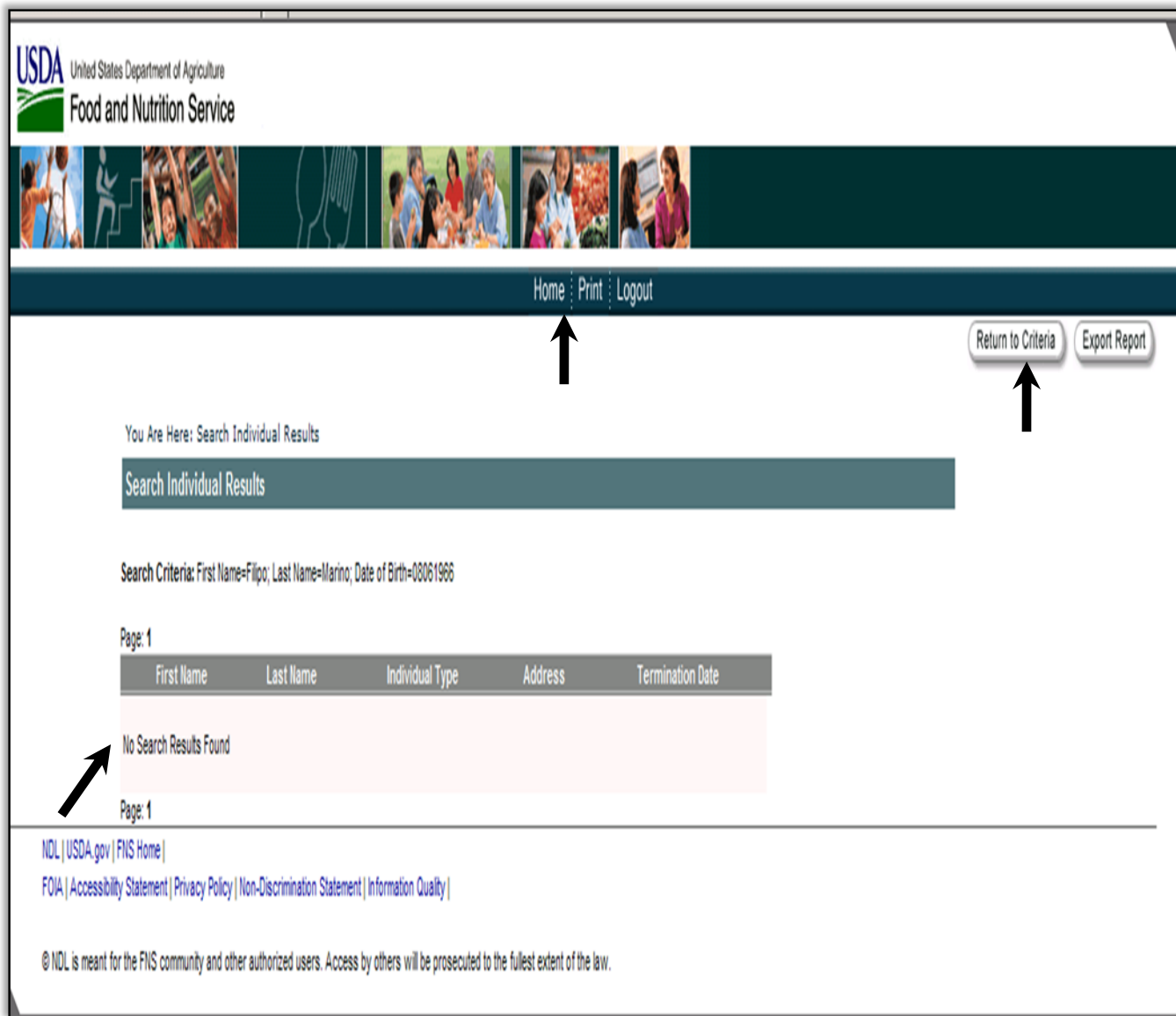
NDL | USDA.gov | FNS Home |  
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality |

© NDL is meant for the FNS community and other authorized users. Access by others will be prosecuted to the fullest extent of the law.

Figure 5: Search Individual

### 5.1.1 No Match Result (Figure 6)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or return to the welcome page by selecting “Home”.



**Figure 6: Search Individual - No Match**

### 5.1.2 Match Results

The following screen is displayed when a search produces matches.

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

Return to Criteria Export Report

You Are Here: Individual Search Results

**Individual Search Results**

Search Criteria: State Agency Imposing Disqualification=Maryland

URI: /SearchIndividual.action

112 records found, displaying 1 to 25.  
[First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Individual ID	First Name	Last Name	Individual Type	Address	Termination Date	Debt Owed	Other Legal Names	Status	Pending Status	Dupe RPI
9284	Chanda	Adkisson	Institution RPI	Hillsway Ave Baltimore, MD 21234-5911	04/18/2010	No		Removed		No
12690	Candice	Anderson	Institution RPI	Main Street Largo, MD 20770	07/07/2013	No		Disqualified		No
12691	Candice	Anderson	Institution RPI	Second Ave Bowie, MD 20775	05/05/2013	No		Disqualified		Yes
12670	Ray	Anderson	Institution	Anderson	01/12/2013	No		Deleted		No

**Figure 7: Search Individual – Match Found**

### 5.1.3 View Individual (Figure 8)

The “View Individual” screen provides additional information associated with the disqualified individual (that is not personally identifiable information (PII) data (i.e., birth dates).

#### View Individual:

This section displays the full name of the disqualified individual and his/her status (i.e., Disqualified, Removed or Pending). The status “Removed” means the individual is no longer on the list. The Sponsoring Organization should monitor individuals who have been removed from the list to ensure that Serious Deficiencies do not recur. The status “Pending” means the State agency submitted the individual for disqualification but the FNS Regional Office has not yet approved the disqualification. The status changes to “Disqualified” after FNS Regional Office approves the disqualification of the individual.


#### Other Personal Information:


This section displays the individuals’ other legal names, address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDL system recognizes the address. If the system recognizes the address, it populates the field with “validated”. If the system does not recognize the address, the State agency user can alter the address or override the validation.

**Disqualification Information:**

This section displays the respective FNS Regional Office, State agency, termination date of the individual, the type of individual disqualification (i.e., FDCH Provider, Independent or Institution Responsible Principal or Individual (RPI)) debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the individual owes a debt.
- If an individual owes a debt, the State agency user will be required to enter the original debt amount.
- The “Amount Paid” is an optional field that the FNS user can complete when payment is received.
- When the debt is paid in full, the FNS user enters the date the final payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full and date of final payment is recorded in the system, the individual will be removed from the NDL 7 years from the effective date of termination or the date the debt is paid in full if greater than 7 years.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

United States Department of Agriculture  
Food and Nutrition Service



[Print](#) [Logout](#)

[Return to Criteria](#) [Return to Results](#)

**Current Disqualifications**

[Disqualified Individuals List](#)

[Disqualified Institutions List](#)

**Search**

[Search Individual](#)

[Search Institution](#)

[Bulk Search Individual](#)

[Bulk Search Institution](#)

You Are Here: [View Individual](#)

**View Individual**

Individual Name: Chanda Adkisson  
Disqualification Status: Removed  
Pending Action Status:

**Other Personal Information**

Other Legal Names:  
NONE  
Address:  
Hillsway Ave  
Baltimore, Maryland 21234  
United States of America.  
Validation Result : Validated  
Date Validated : NONE  
Validated By : mwagner

**Disqualification Information**

Region: Mid Atlantic  
Termination Date: 04/18/2010  
Type of Individual Disqualification: Institution RPI  
Debt Owed: No  
Original Debt Amount (In US Dollars): NONE  
Amount Paid (In US Dollars): NONE  
Date Debt Paid In Full : NONE  
Name of Provider's Sponsoring Organization: Hillendale Child Development  
Individual's Title with Organization: President  
State Agency Imposing Disqualification: Maryland  
Contact Information:  
1) School and Community Nutrition Programs  
Chief  
200 West Baltimore Street  
Baltimore  
Phone: 4107670199  
Fax: 4103332635  
Email:  
2) State Department of Education  
Chief  
Baltimore  
Phone: 4107670199  
Fax: 4103332635  
Email:

Comments:  
please remove  
Status Comments:  
please remove

Files have not been uploaded.

No supporting documentation  
has been uploaded.

Figure 8: View Individual

## 6 Search Function (Institutions)

### 6.1 Search for an Institution (Figure 9)

To perform a search of an institution:

1. Click on Search Institution in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

**USDA** United States Department of Agriculture  
Food and Nutrition Service

Print Logout

You Are Here: Search Institution

**Search Institution**

**Institution Information:**

Institution Name:

Enter Data

Type of Institution:

Select One

**Disqualification Information:**

Program Type:

Status:

State Agency Imposing Disqualification:

Region:

Debt Owed:

Termination Date:

☐ Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations

☐ Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency

☐ Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with \$226.16(d);

☐ Failure to properly implement and administer the day care home termination and administrative review provisions set forth at paragraph \$226.6(i) and \$226.16(i)

☐ Failure to return to the State agency any advance payments that exceeded the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments

☐ Failure to adjust meal orders to conform to variations in the number of participants

☐ Conviction of the institution or any of its principals for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency

☐ Failure of a sponsoring organization to disburse payments to its facilities in accordance with the regulations at \$226.16(g) and (h) or in accordance with its management plan

☐ Claiming reimbursement for meals served by a for-profit child care center or a for-profit outside-school-hours care center during a calendar month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced-price meals or were title XX beneficiaries

☐ Use of day care home funds by a sponsoring organization to pay for the sponsoring organization's administrative expenses

☐ Failure to operate the Program in conformance with the performance standards set forth in paragraphs (b)(1)(xviii) and (b)(2)(vii) of \$226.6

☐ The fact the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed

☐ Failure by a sponsoring organization of day care homes to properly classify day care homes as tier I or tier II in accordance with \$226.15(f);

☐ Failure to perform any of the other financial and administrative responsibilities required by \$226.6

☐ Permitting an individual who is on the National disqualified list to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center or as a day care home

☐ Failure to maintain adequate records

☐ Claiming reimbursement for meals not served to participants

☐ Claiming reimbursement for a significant number of meals that do not meet Program requirements

☐ Claiming reimbursement for meals served by a for-profit adult day care center during a calendar month in which less than 25 percent of its enrolled adult participants were title XIX or title XX beneficiaries

☐ Use of a food service management company that is in violation of health codes

☐ Any other action affecting the institution's ability to administer the Program in accordance with Program requirements

☐ Other

**Address:**

\*Street Number:

\*Street Name/PO Box Number:

City:

Enter Data

State/Province:

Select One

Select Result List Size:

Figure 9: Search Institution



### 6.1.1 No Match Result (Figure 10)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or the welcome page by selecting “Home”.

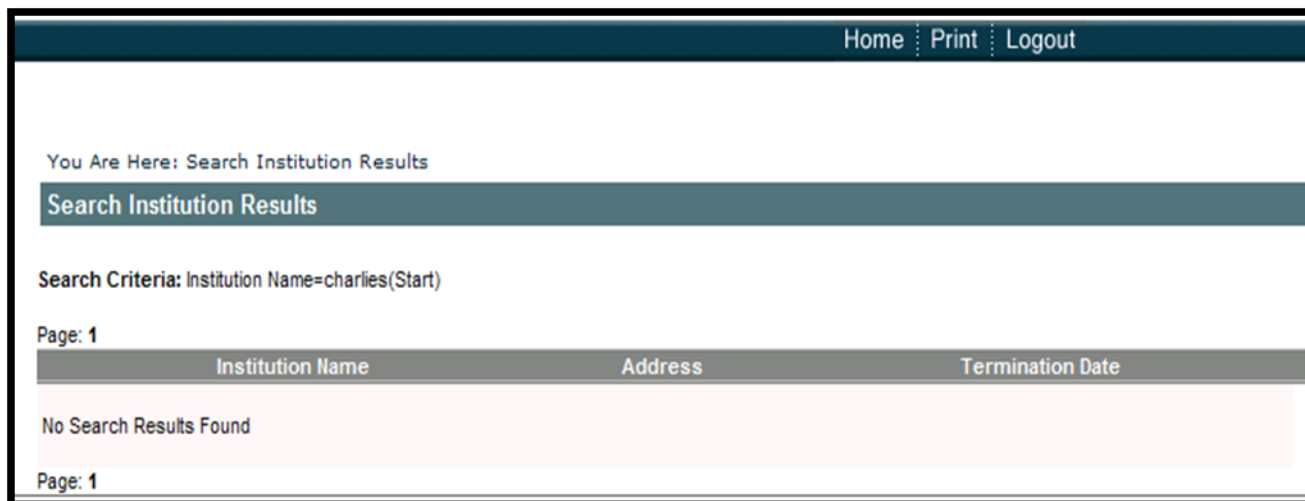


Figure 10: Search Institution - No Match

### 6.1.2 Match Result (Figure 11)

The following screen is displayed when the search results in a match.

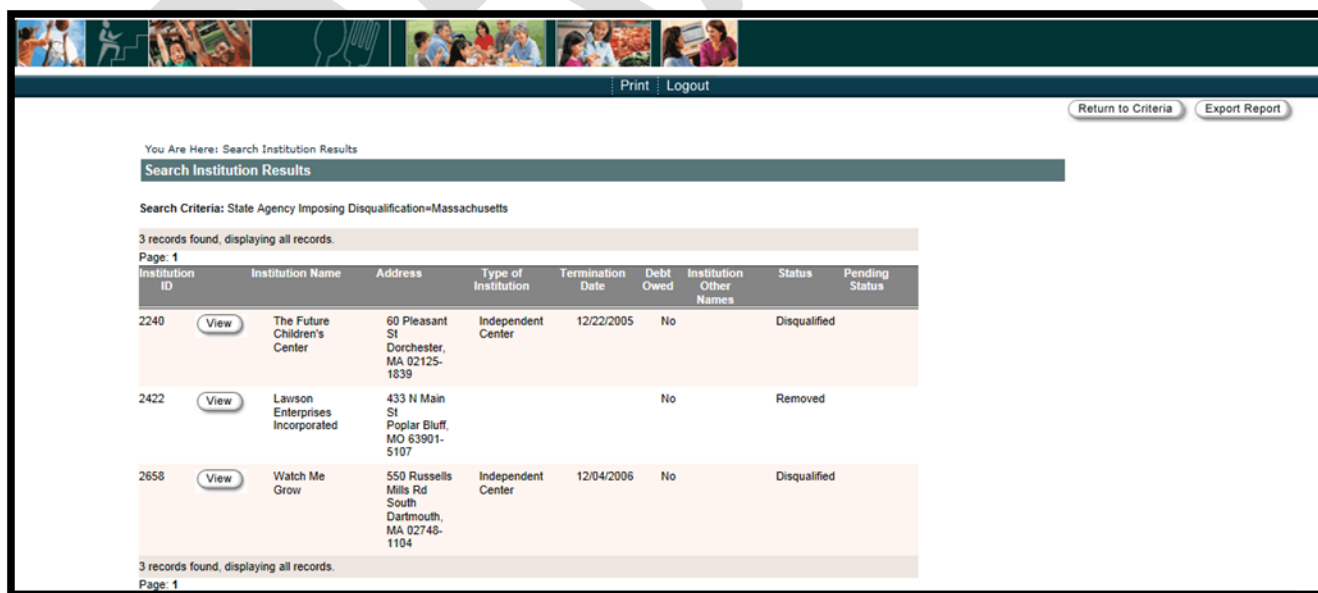


Figure 11: Search Institution - Match Found

### 6.1.3 View Institution (Figure 12)

The “View Institution” screen provides additional information associated with the disqualified institution.

**View Institution:**

This section displays the full name of the disqualified institution and its status (i.e., Disqualified, Removed or Pending). The status “Removed” means the institution is no longer on the list. The status “Pending” means the State agency submitted the institution for disqualification but the FNS Regional Office has not yet approved the disqualification.

**Other Institution Information:**

This section displays the institutions’ other names (if any), address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDL system recognizes the address. If the system recognizes the address, it populates the field with "validated". If the system does not recognize the address, the State agency user can alter the address or override the validation.

**Disqualification Information:**

This section displays the respective FNS Regional Office, termination date of the institution, debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the institution owes a debt.
- If an institution owes a debt, the State agency is required to enter the original debt amount.
- The “Amount Paid” is an optional field that the FNS user can complete when payment is received.
- When the debt is paid in full, the FNS user enters the date the last payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full, the institution will automatically be removed from the NDL 7 years from the effective date of termination the date the debt was paid if greater than 7 years.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

**Responsible Principals or Individuals (RPI):**

The section displays the RPI responsible for the disqualification, as well as the person’s title within the institution and if the person is responsible for the debt. This section also includes other legal names and the address of the RPI.

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

You Are Here: View Institution

[Return to Criteria](#) [Return to Results](#)

**View Institution**

Institution Name: Christ Temple Church  
Disqualification Status: Disqualified  
Pending Action Status:

**Other Institution Information**

Type of Institution: Independent Center

DUNS Number: 213980774  
FEIN Number: NONE

Other Business Names:  
Excel Child Care

Address:  
701 Cherry Hill Rd  
Baltimore , 21225  
United States of America

Validation Result: Validated  
Date Validated: NONE  
Validated By: mvagner

**Disqualification Information**

Region: Mid Atlantic

Termination Date: 04/08/2005

Debt Owed: No  
Original Debt Amount(In US Dollars): NONE  
Amount Paid(In US Dollars): NONE  
Date Debt Paid In Full: NONE

State Agency Imposing Disqualification: Maryland

Contact Information:  
1) School and Community Nutrition Programs  
Chief  
200 West Baltimore Street  
Baltimore  
Phone: 4107670199  
Fax: 4103332635  
Email:

2) State Department of Education  
Chief  
Baltimore  
Phone: 4107670199  
Fax: 4103332635  
Email:

**Disqualification Reasons:**

1) Failure to perform any of the other financial and administrative responsibilities required by §226.6  
2) Failure to return to the State agency any advance payments that exceeded the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments

**Comments:**  
NONE  
Status Comments:  
Please remove

Files have not been uploaded.

**Review Support Documents**

[Support Doc](#)

**Responsible Principals or Individuals**

Figure 12: View Institution

## 7 Bulk Search Individual

### 7.1 Bulk Search for an Individual

When you click the “Bulk Search Individual” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk individual searching of the disqualified lists. The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format: first\_name,last\_name,date\_of\_birth. The data of birth format must be yyymmdd. Sample record - John,Crane,19661022.

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.

Input:

The screenshot shows the USDA Food and Nutrition Service website interface. At the top, the USDA logo and "United States Department of Agriculture Food and Nutrition Service" are displayed. Below this is a navigation bar with "Print" and "Logout" links. The main content area is titled "Bulk Search for Individuals" and includes a "Please Upload Your File" section. This section contains a text input field for the file path (showing "C:\temp\Individual\_Bulk\_"), a "Browse..." button, and a "Submit" button. A note below the input field states: "Note: The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format: first\_name,last\_name,date\_of\_birth. The data of birth format must be yyymmdd. Sample record - John,Crane,19661022". On the left side, there is a sidebar menu with options: "Current Disqualifications", "Disqualified Individuals List", "Disqualified Institutions List", "Search", "Search Individual", "Search Institution", "Bulk Search Individual" (which is highlighted), and "Bulk Search Institution".

Figure 13: Bulk Search Individual

## 7.1.2 Results

**USDA** United States Department of Agriculture  
Food and Nutrition Service

Print Logout

**Bulk Individual Match File Processed**  
File Name : Individual\_Bulk\_Match.txt  
Content Type : text/plain

**Individual Bulk Matching Results**

3 records found, displaying all records.  
Page: 1

First Name	Last Name	Date of Birth	Termination Date	Street Name	City	Zip Code
Paul	Lindsey	1966-10-01		Willow Lane	Portland	97021
Joyce	Reed	1948-12-01		Archer Blvd	Salem	97330
Anthony	Strabo					

3 records found, displaying all records.  
Page: 1

**Individual Bulk Matching Validation Results**

Record 6: Terry,Sherbondy,45619550401: Invalid because Date of Birth format must be yyyyMMdd  
Record 7: Mike,Wagner,04011973: Invalid because Date of Birth format must be yyyyMMdd

Figure 14: Bulk Search Individual Results

## 8 Bulk Search Institution

### 8.1 Bulk Search for an Institution

When you click the “Bulk Search Institution” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk institution searching of the disqualified lists. The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format:organization\_name,street\_name,city,zip\_code,fein or duns number. Be sure to not include street numbers or a zip code suffix such as 36301-8023. Sample records: Nettles Academy,Lagrand Dr,Dothan,36301,123

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.

Input:

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

You Are Here: Bulk Search for Institutions

**Bulk Search for Institutions**

Please Upload Your File

Upload File: C:\temp\Institution\_Bulk\_

Note: The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format: organization\_name,street\_name,city,zip\_code,fein or duns number. Be sure to not include street numbers or a zip code suffix such as 36301-8023. Sample records: Nettles Academy,Lagrand Dr,Dothan,36301,123

Figure 15: Bulk Search Institution

### 8.1.1 Results

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

**Bulk Institution File Processed**

File Name : Institution\_Bulk\_Match.txt

Content Type : text/plain

**Institution Bulk Matching Results**

3 records found, displaying all records.

Page: 1

Organization Name	Street Name	City	Zip Code
ABC Day Care	PO Box 5	Forsyth	65653
Jackie's Tots	PO Box 298	Altus	73522
Tiny Tots Day Care Center	N Vivian Ave	Eunice	70535

3 records found, displaying all records.

Page: 1

**Institution Bulk Matching Validation Results**

Record #5: Game of Thrones,Westeross Kings Landing,70535,2428883781: Invalid because Duns or Fein must contain 9 digits  
Record #6: Sanders Academy,Berkley Manor Lane,Churchton,207333,142403153: Invalid because Zip Code must contain 5 digits

Figure 16: Bulk Search Institution Results